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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training
THROUGH : Deputy Director of Training
FROM : Registrar/TR

DATE: 10 July 1958

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SUBJECT: Weekly Activity Report No. 27
2 July - 8 July 1958

I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. As a follow up on our memo to Tom Karamessines on the planned briefing of Senior Defense School candidates [redacted] on 23 July, I find that Tom has lateralized to Phil [redacted] (our normal DD/P contact for this purpose). Phil is enthusiastic about the one-time briefing.

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3. Some weeks ago we reported that an Executive Order increased the rate for shipment of household effects for [redacted] PCS moves. This order was retroactive to 1 January 1957. There were 65 retroactive claims to be processed for additional allowances. This week the 65th retroactive claim was processed and all OTR personnel (many of whom are now overseas) have received their additional allowances. [redacted] did a fine job in processing these claims.

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6. Language Awards Transmittal List No. 10 was compiled and forwarded to the Comptroller. 52 awards, amounting to \$5,400.00, were approved. The total amount authorized for awards to date is \$22,900.00.

7. We are making a concerted effort to build up our informational arm, and during the week have made requests of these sources:

a. The President of the National University Extension Association, information on correspondence and evening courses offered by member organizations of the Association.

b. OCR, an organizational directory of the Department of Health, Education and Welfare.

c. The University of Florida, information on the "Conference on the Caribbean."

d. Training Library, a request for six copies of the two-volume OCB report, "U. S. Employees Overseas."

e. Fort Logan, Colorado, a copy of their catalog on Systems and Technical Training.

8. I recommended to [redacted] the desirability of sending out early information to Deputy Directors on a call for quota school candidates to attend 1959-60 courses. To assist Irene, Information Branch furnished her all of the beginning and ending dates of these courses.

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9. A tryout version of a training syllabus and tentative time schedule for a Training Officer Orientation course has been devised by [redacted] and coordinated within our Staff. DDTR agrees with me that this is an excellent initial draft. We will continue refinement and coordination and then test the new course with a pilot run.

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10. We have been moving fairly quickly on the position descriptions in the month of July. We were stymied completely previously because of [redacted] lengthy absences on military and annual leave.

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12. We have been requested by [redacted] to provide certain information on survival training. Although some of our old records are rather sketchy, we are establishing enough information on the individuals concerned and the length and intensity of the training received to meet his requirement.

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13. During the week 2 July - 8 July 1958, there were 502 persons enrolled in OTR conducted courses. The breakdown for enrollment is as follows:

169 enrolled in 27 classes (9 languages) before hours
79 enrolled in 14 classes (7 languages) after hours
90 enrolled in 18 classes (11 languages) during hours
49 enrolled in 4 Operations School courses
37 enrolled in 1 SIC course
68 enrolled in 5 Intelligence School courses
10 enrolled in 1 area course

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